

To: Ortesi, Marie[Ortesi.Marie@epa.gov]; Chan, Renee[Chan.Renee@EPA.GOV]
From: kfrazier@wrpt.us
Sent: Tue 10/13/2015 8:46:00 PM
Subject: RE: Proposed corrective action plan

The timesheets are not being used yet. I have to get the proposed forms approved by Tribal Council at the October 21,2015 meeting. The timesheets will be used beginning November 1, 2015.

From: Ortesi, Marie [mailto:Ortesi.Marie@epa.gov]
Sent: Tuesday, October 13, 2015 12:06 PM
To: Chan, Renee <Chan.Renee@EPA.GOV>; kfrazier@wrpt.us
Subject: RE: Proposed corrective action plan

Is the new timesheets being used currently because we need a date? We cannot issue the MDL without a date.

From: Chan, Renee
Sent: Tuesday, October 13, 2015 11:23 AM
To: kfrazier@wrpt.us; Ortesi, Marie <Ortesi.Marie@epa.gov>
Subject: RE: Proposed corrective action plan

Hi Kathy –

Got it – I'll let Marie look it over and if she has questions, she'll get back to you.

Thanks!

From: kfrazier@wrpt.us [mailto:kfrazier@wrpt.us]
Sent: Monday, October 12, 2015 9:07 AM
To: Chan, Renee <Chan.Renee@EPA.GOV>; Ortesi, Marie <Ortesi.Marie@epa.gov>
Subject: Proposed corrective action plan

The Walker River Paiute Tribe proposes the following corrective action plan for:

Policy & procedures - WRPT plans to institute and update all policies & procedures in the very near future, mainly the financial management and internal control policy to be in compliance with 2 CFR 200. The tribal council, finance and the Housing Department are working with a consultant to get this in place by March 2016.

Updated timesheets – The newly hired Finance Director is in the process of updating timesheets, Employee Action Notices and the employment application form to include 2 CFR Part 200.430 and 200.431. The new timesheet will show hours worked on multiple grant fund codes and a daily activity log to support the timesheet. This will replace the Payroll Certification form.

Internal controls – The financial management policy/procedures will be updated to ensure internal control compliance with 2 CFR 200. The Tribal Treasurer, a former Finance Director, reviews the Revenue & Expense reports to tribal council monthly. A Contracts and Grants accountant and General Ledger accountant will be hired to ensure separation of duties and compliance. General ledger reconciliations will occur monthly to ensure internal controls also.